



Odyssey CMS Cheatsheet

Topic: Adding Service Events on the Service Tab

Date: 2/28/2013

Summary: This cheatsheet will explain how to add requested Service when Adding an Event and Adding Service Results using the Service Tab.

Important: Odyssey is software owned by Tyler Technologies, Inc. Any screenshots of Odyssey may contain proprietary information that should not be disclosed to non-Odyssey users.

Adding Requested Service when Adding an Event

1. On the Events Tab, add the event for the item that will be served. For instance, if a Notice is being served, select the Notice Filed event.
2. IF the Event is not entered yet, enter the necessary event details and click "**Add Service**". If the Event was already entered, right click on the event and select "**Add Related Service**".

Add Event

Type: Notice Filed

Date: 02/28/2013

File Stamp: 02/27/2013

Filed By: State Plaintiff

Due: [] Completed: []

Comment: Comment here

Docketable Include on Appeal

Does not affect case aging clock

quick links

- ▶ Add Next
- ▶ Add Related
- ▶ Add Hearing
- ▶ Add Service
- ▶ Relationships

Save/Print Save Exit

3. Select "**YES**" on the warning dialog indicating that the event must be saved before adding related service, if applicable.
4. Enter the Type of Service
5. Confirm the party requesting service.

Add Service Detail

Type: Notice

Service Form: []

Issue Date: 02/28/2013 Time: []

Volume: [] Page: [] # Pages: []

Case Party Non Case Party

Requested By: State of Indiana

Print All Documents
 Print Only Unprinted Documents
 Don't Print Documents

Comment: []



Odyssey CMS Cheatsheet

6. Click on the “+” on the lower right to enter the party/parties being served.

Issued To	Attorney	Type	Anticipated Method	Anticipate
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7. Select the parties being served and click **Continue**.

Description	Connection	Lead Attorneys
<input checked="" type="checkbox"/> Mouse, Minny	Defendant	
<input type="checkbox"/> State of Indiana	State Plaintiff	



Odyssey CMS Cheatsheet

8. Add the anticipated type of service.

Add Service Detail

Type:
 Service Form:
 Issue Date: Time:
 Volume: Page: # Pages:
 Case Party Non Case Party
 Requested By:

Print All Documents
 Print Only Unprinted Documents
 Don't Print Documents

Comment:

Subpoena Applications

Issued To	Attorney	Type	Anticipated Method	Anticipated Server
Mouse, Minny		Defendant	<input type="text"/>	<input type="text"/>

9. Click "Save".

10. You will see a red "S" icon on the events tab beside the item that was served.

30C01-1111-FD-000000

Summary Detail Parties Charges **Events** Service Hearings Conditions Notes Disposition Time Stds Financial Prot. Orders Warrants

State of Indiana vs. Minny Mouse
Type: FD - Class D Felony

Event Selection

Events

Date	Type and Comment	
02/28/2013	Case Opened as a New Filing	
02/28/2013	Notice Filed Comment here	

11. The Service Tab will now have data populated.

30C01-1111-FD-000000

Summary Detail Parties Charges Events **Service** Hearings Conditions Notes Disposition Time Stds Financial Prot. Orders Warrants

State of Indiana vs. Minny Mouse
Type: FD - Class D Felony

Group By:

on Notice Filed Requested By State of Indiana

<input checked="" type="checkbox"/>	02/28/2013	Notice	Requested By State of Indiana
		Mouse, Minny	unserved



Odyssey CMS Cheatsheet

Adding Service Results

1. On the Service Tab, click on the name of the person who was served.

30C01-1111-FD-000000

Forms Save Exit

Summary Detail Parties Charges Events **Service** Hearings Conditions Notes Disposition Time Stds Financial Prot. Orders Warrants

State of Indiana vs. Minny Mouse
Type FD - Class D Felony
Group By Even Collapse All

on Notice Filed Requested By State of Indiana
02/28/2013 Notice Requested By State of Indiana
Mouse, Minny unserved

2. Enter the Service Date (and time if desired) if service was completed. If service was not completed, enter the Return Date (and time if desired).
3. Enter the Serving Officer (if desired) by clicking on the magnifying glass icon.
4. Select how the Service was completed in the How Served? Box.
5. Add any desired additional comments.
6. Select **Save**.

Modify Service Tracking

Service Details

Service ID #
Name **Mouse, Minny**
Address
Person to Serve **Mouse, Minny**

Tracking Details

Volume Page # of Pages
Anticipated Method **Personal Service**
Anticipated Server
Sent to Server 12 Time
Service Date **02/23/2013** 12 Time **2:20 PM**
Return Date 12 Time
Actual Server
Serving Officer
How Served?
Received by Court 12 Time
Mileage
Comment

Save Exit